

MERLE ANN BRANNER, MS, MLIS

1889 York Lane • Highland Park, IL 60035

847.361.1170 • merleab@me.com • e-Portfolio: <http://merlabranner.com>

PROFESSIONAL PROFILE

- Educator who is an information and technology professional with a diverse background in library science, archives and photography.
- Organized self-starter and creative problem-solver with the ability to work in team environments and/or independently.
- Demonstrates a collaborative spirit with students, educators, researchers and organizations by being customer focused.

EDUCATION

Dominican University, River Forest, IL • **Master of Library & Information Science**

Pepperdine University, Culver City, CA • **Master of Science in Educational Computing**

Loyola Marymount University, Los Angeles, CA • **Teacher Certification**

Art Center College of Design, Pasadena, CA • **Bachelor of Fine Arts in Photography**

CERTIFICATION

- **State of Illinois Teachers Certificate:** (Upper Elementary/Jr. High in Art and Computer Science, & 6-12 Art: (Type Standard Secondary Teaching) Valid to 2021
- **State of California Professional Clear Single Subject Teaching Credential:** Art, Supplementary Authorization: Computer Concepts & Applications. (K-12) Valid to 2022

SKILLS SUMMARY

- Motivator with an insight to stimulate, lead, and work well with students and colleagues.
- Ability to create, develop and manage cutting edge multimedia projects efficiently.
- Experienced in the use of Web 2.0 tools, research emerging technologies and curriculum development.
- Able to manage multiple projects, people and meet deadlines.
- Experience in analyzing complex concepts to make them comprehensible and effectively teach a diverse population.
- Understands the different learning styles, and has the ability to integrate technology for the increase of productivity for all types of learners.
- An advocate of the use of Universal Design Principles.

EDUCATION & TRAINING EXPERIENCE

Substitute Teacher

Kildeer School District 96, Buffalo Grove, IL • 2007 – 2009 & 2015 – 2018

Technology Coach (Long-term Substitute) Prairie School, Buffalo Grove, IL • 2015

- Technology integration support for faculty.

Learning Center Instructor/Building Technologist (Long-term Substitute) • 2007

Willow Grove Kindergarten Center, Buffalo Grove, IL

- Technology support for the building & Learning Center teacher.

Coordinator of Instructional Technology

Woodlands Academy, Lake Forest, IL • 2011– 2013

- Facilitates the integration of technology with faculty, staff and students.
- Classroom teacher- Introduction to Computer Technology, Digital Photography & Graphics.
- Established a Wiki called "[Switch-Space](#)," a technology learning community for educators.
- Continually researching, utilizing, and promoting the use of emerging technologies and Web 2.0 tools with faculty and students.
- Wrote and executed the iPad Rollout Plan and Training for faculty (June, 2012)
- Writing the student iPad Rollout Plan for 2013 – 2014
- Utilized specialized applications and equipment: SchoolSuite (Co-Webmaster), MyBackPack, SeniorSystems, Haiku (LMS), WikiSpaces, Office, iLife, iWorks, SmartBoards, iPads, and IOS Apps.

Adaptive Technology Specialist

Disability Support Services at Dominican University, River Forest, IL • Spring 2009

- Oversaw the implementation of academic accommodations, regarding adaptive/assistive technology for students with disabilities, including grant and technology research.
- Provided training in the use of Dragon Natural Speaking, Inspiration and Kurzweil.
- Responsible for electronic file management and maintained the DSS web pages.
- Tech Expo 2009: Invited vendors, presented and coordinated the DSS presentation to promote the use of Universally Designed applications on campus.
- Wrote paper on educating professors on learning styles (differences) so they have a better understanding how to reach all the learners in their classes.

Technology Coordinator/Teacher

Sacred Heart School, Winnetka, IL • 2004 – 2005

- Facilitated teachers with the infusion of technology into their class curriculum and hosted a "School Night" at the local Apple Store for students to demonstrate skills.
- Facilitated a videoconference on "Cultural Diversity" with the National Baseball Hall of Fame and Museum.
- Webmaster - maintained, modified and updated the existing school web site.

Computer Instructor/Teacher Technologist

Beach Park Middle School, Beach Park, IL • 2002 – 2004

- Created and taught the 7th and 8th grade curriculum in technology.
- Provided technology support for the faculty and was the Webmaster.
- Technology Club Sponsor.

Computer Instructor/Technology Specialist (Long-term Substitute) • 2001 – 2002

Carleton W. Washburne Middle School, Winnetka, IL

- Supervised the computer lab, supported faculty use of technology, taught computer application courses, and developed lessons.

Technology Specialist

Solomon Schechter Day School, Northbrook, IL • 2000 – 2001

- Managed and supported technology in K-8 environment: Researched, purchased, configured, installed, maintained Macintosh and Windows based machines running on a Novell network.

Technology Consulting/Training: Web Design • Photography • Archives • Information Management

Merle A. Branner Information Professional & Educator, Highland Park, IL • 1998 – present

- Consults, installs, and trains clients on technology (Windows, Mac and IOS), mobile devices, Microsoft Office Suite, PhotoShop, iLife, and iWorks.
- Digitize client's files to go paperless, set-up file server and develop web sites.
- Archival consulting setting up Institutional Archives.
- Freelance photographer utilizing PhotoShop and currently learning Lightroom.

Photography Instructor, Photography • Design

J.S. Morton High School District, Cicero, IL • 1992 – 1997

- Wrote curriculum, taught lab and studio photography courses and Design.
- Integrated computer technology into the curriculum.
- Photography Club Sponsor.

Computer Trainer

Education Alliance, Highland Park, IL • 1991 – 1992

- Taught classes and wrote Computer Application curriculum. Classes were held at The School of the Art Institute, Northern Illinois University, DePaul University, Lake Forest College, Loyola University and IIT.

Photography Teacher

New Trier High School, Winnetka, IL • 1990 – 1991

- Wrote curriculum, taught lab and studio photography courses.
- Art Club Sponsor.

INFORMATION PROFESSIONAL EXPERIENCE (Complete list on e-portfolio)

Part-time Archivist • 10/16/2018 – present

Japanese American Service Committee, Chicago, IL

- Accessioning donations, process, weed and catalog materials to make accessible for researchers.
- Records Management of the organizational records.
- Support research needs of the executive director, staff and international and external clientele.
- Working with specialized applications: Eloquent and Microsoft Office, Pages and Numbers.

Contract Project Archivist • 04/18/2018 – 11/05/2018

Kenamore & Klinkow, LLC: American College of Healthcare Executives

- Develop records groups, series and create order to the historical materials.
- Process, weeded and cataloged materials and put together their Archives.

Contract Project Archivist • 02/22/2018 – 06/22/2018

Morton Windsor Salt Historic Archives

- Process, weed and catalog materials.
- Digitize material and uploaded to SharePoint.

Contract Archivist • 2003 – present

North Shore Congregation Israel, Glencoe, IL • 2003 – present

- Developing, organizing, and managing an institutional archive.
- Working with staff, outside researchers, recruiting and managing volunteers.
- Creating interesting archival projects, educational displays, event photography and video.

Contract Project Archivist in the Legal Department

Rexam Beverage Can Company, Chicago, IL • April 2011 – May 2011

- Appraisal of legal documents: weeding, arranging, creating descriptive inventory records for off-site storage for accessible retrieval.
- Scanning documents for electronic records retrieval.
- Working with Infokeeper, SentryFile, and the Kyocera Scanner.

Contract Project Archivist

SDI International Corporation: Motorola, Inc. Legacy Archives, Schaumburg, IL • April 2011 – May 2011

- Appraisal of acquisitions: processing, weeding, arranging, re-housing, describing and creating accession and location records.
- Extensive work appraising, reviewing, and organizing video and image collections.
- Working on the Oracle digital asset management system: MIMSY.

Archivist Consultant

Illinois Holocaust Museum & Education Center, Skokie, IL • 2010 – 2011

- Established an institutional archive, which included writing policies, procedures and taxonomy.
- Appraised 30 years of documentation, processed, weeded, arranged, re-housed, described and created accession and location records with museum digital asset management system: KE-Emu.

PRESENTATIONS (Complete list on e-portfolio)

Presented paper and multimedia presentation on “The Servant Leadership Dynamic between Branch Rickey and Jackie Roosevelt Robinson: How They Changed Baseball and Our Country.”

- Highland Park Historical Society & Highland Park Public Library, 2014 & at the Cooperstown Symposium on Baseball and American Culture, 2010

REFERENCES (Complete list on e-portfolio)

- Dr. Barbara W. Cirigliano, Principal at Willow Grove Kindergarten & Early Childhood Center, bcirigliano@kcsd96.org
- Christopher Willeford, Principal at West Oak Middle School, cwilleford@dist76.org
- Mary Parisoe, Retired Teacher at Woodlands Academy, mary2paws@yahoo.com